

## Commercial & Industrial Uses Checklist for Plan Submittal

The following documents are required to ensure complete, thorough review of plans and permit issuance.

- ☐ Site/Plot Plan and Grading/Drainage Plans (**7copies**), drawn to scale
- ☐ Construction Plans (**3 Sets**) drawn to scale, consisting of not less than the following:
  - a) Foundation Plan
  - b) Floor Plan
  - c) Elevations
  - d) Cross Sections
  - e) Framing Plans
  - f) Details
  - g) Plumbing Plan
  - h) Electrical Plan
  - i) Single Line Elect. if over 200 amp single phase
  - j) Mechanical Plan
  - k) Landscaping Plan
  - l) Grading & Drainage Plan
  - m) Signs (if required)
- ☐ Proof of Ownership/Recorded Deed
- ☐ Specifications (**2 copies**)
- ☐ Structural calculations (**2 copies**)
- ☐ Soil Report (if on engineered fill or other than 1994 U.B.C. allowable bearing pressure)
- ☐ Parcel Number
- ☐ A document from Environmental Services indicating a septic permit has been applied for, or a letter from a sewer disposal system provider indicating they have agreed to provide service to property (if applicable).
- ☐ A document from Environmental Services indicating a septic permit has been applied for, or a letter from a sewer disposal system provider indicating they have agreed to provide service to property (if applicable).
- ☐ A document from Environmental Services indicating an earth moving permit has been applied for (1/10 acres or greater).
- ☐ Completed application consisting of the following information:
  1. Name and address of property owner
  2. Description of work proposed
  3. Utility providers included
  4. Copy of well agreement required, if off-site private well
  5. Job address and cross streets
  6. Parcel Number
  7. Legal description of property (ex: section/township/range/lot# or subdivision)
  8. If a contractor is being used, provide the completed contractor supplemental form.

**NOTE:**

- If application is part of a Board of Adjustment or Zoning case, all applicable stipulations will have to be completed prior to issuance of a building permit.
- Plans for buildings larger than 3,000 square feet, an occupant load of more than 20 persons, or maximum 20' span must be prepared and sealed by an Arizona registered architect and/or engineer.

**THE FOLLOWING AGENCIES MAY HAVE ADDITIONAL REQUIREMENTS:**

- \* The Flood Control District may require more detailed information than described above. Contact the Flood Control District, 411 N. Central Ave., 3rd Floor, Phoenix, (602) 506-7149, before making application for a building permit.
- \* If you wish to have more than one driveway opening onto a public right of way, this department must obtain that approval from the appropriate highway department. Such an approval may require submission of additional information and will delay permit approval.
- \* If a septic tank is to be installed, you must contact the Maricopa County Environmental Services Department, Water & Waste Division at 1001 N. Central at Roosevelt, Phoenix, (602) 506-6676, for permit application requirements. If a food handling establishment is proposed, you must contact the Maricopa County Environmental Services, General Sanitation Division at 1001 N. Central (Roosevelt & Central), Phoenix, (602) 506-6970 (one additional site plan will be required).

# Permit Submittal Information

SERVICE CONTACT INFORMATION	PERMIT SUBMITTAL REQUIREMENTS/INFORMATION
<p><b>Planning &amp; Development</b>            Building Information            (602) 506-3695            Building Safety Inspections            (602) 506-3692            Zoning            (602) 506-3201</p> <p><b>Flood Control District</b>            Drainage/Grading/Flood Plain            (602) 506-1501            Flood Site Inspections            (602) 278-0871</p> <p><b>Environmental Services</b>            Earth Moving            (602) 506-6734            Septic Tank            (602) 506-6676</p> <p><b>Transportation</b>            Right-of-Ways, Mailbox Post,            Sidewalks, Landscaping            (602) 506-8609</p> <p><b>Registrar of Contractors</b>            Contractor Concerns            (602) 542-1502</p> <p><b>Locating Underground Utilities</b>            A Blue Stake            (602) 263-1100</p>	<p><b>Helpful Tip</b></p> <ul style="list-style-type: none"> <li>Legal access must be obtained prior to the start of any construction on a parcel. Contact a title company, attorney or real estate professional to ensure legal access.</li> <li><u>A primary use permit application submittal must contain the following:</u> <ol style="list-style-type: none"> <li>An approved Assessor's parcel number.</li> <li>Proof of ownership. Note: This requirement does not apply to subdivision developer-builder.</li> <li>A document issued by the Maricopa County Environmental Services Department indicating that applicant has applied for a septic permit. or</li> <li>A document from the sewer service provider indicating that they have agreed to provide service to the parcel.</li> </ol> </li> <li>A document from Environmental Services indicating an earth moving permit has been issued is required to be submitted with the building permit application for any activity in which 1/10 acre (4,356 sq. ft.) or more of earth is being disturbed. Note: This requirement does not apply to owner-builders.</li> <li>Deed restrictions may apply to the development of a parcel as well as conditions, covenants and restrictions (CC&amp;R's). These restrictions may be more limiting than the Maricopa County Zoning Ordinance requirements. It is recommended that deeds and other documentation be checked to insure compliance with any applicable private restrictions. Note: Maricopa County does not enforce deed restrictions or CC&amp;R's.</li> <li>The Maricopa County Planning and Development Department retains copies of submitted documents only for the time periods required by law. Note: It is the applicant's responsibility to provide for permanent document retention.</li> <li>Addresses will only be assigned upon application for a building permit.</li> </ul> <p><b>Helpful Tips</b></p> <p><b>Helpful Tips</b></p> <p><b>Helpful Tips</b></p> <p><b>Helpful Tips</b></p>